

Minutes of the meeting for national empanelment of HR recruitment agencies

A pre-evaluation meeting for national empanelment of HR recruitment agencies was held on 16th August at 15:00 hours at RBSK Theatre, NIHFW. The list of participants is attached as Annexure-1

Dr. Uddipan Dutta, Principal Administrative Officer (PAO) of NHSRC, chairperson of the meeting welcomed the participants and briefed the participants about the purpose of this pre-evaluation meeting.

Representative from different HR recruitment agencies inquired on various aspects of EOI and clarifications were provided by Dr. Dutta. All the queries put across by the participants and the corresponding responses are listed below:

- What is the definition of multi-lateral agency and if there is any weightage for the experience of working with Multi National Company?

Response: Any non-UN agency, which is receiving funds from more than one agency, will be considered as multi-lateral agency. The desirable for this EOI has already been stated under par 9.3 and technical scoring criteria is enclosed as Annexure VII. Any experience of working with Multi National Company shall be considered at par with private organization and will be scored accordingly.

- Whether the recruitment projects with Government Autonomous body would be considered?

Response: Experience of working with PSU and autonomous body working under Government/ PSU shall be considered at par.

- What is the definition of “recruitment project” as mentioned in Para 9.3 of the EOI document?

Response: Project refers to a contract/agreement signed with any client/organization, which has rigorously cleared all steps of selection.

- Is there any process of assigning weightage as per the number of candidates handled per recruitment project as well as number of position categories handled?

Response: In accordance to this, the Technical evaluation criteria in annexure VII has been revised as follows:

S.	Evaluation criteria	Max score	Benchmark	Scoring on achievement/performance		
1.	Past Experience of processing applications for recruitment of professionals in project/program of similar nature	20 marks	500 applications processed per project for at least 10 (Ten) recruitment projects in last five years for PSUs/Govt./bilateral and multilateral UN	12 marks (500 applications processed per project for at least 10 (Ten) recruitment	16 marks (501-1000 applications processed per project for at least 10 (Ten) recruitment	20 marks (more than 1000 applications processed per project for at least 10 (Ten)

			agency, out of which minimum 3 (three) must be for PSUs/Govt. sector.	projects in last 5 years	projects in last 5 years, where each of this project is atleast for 3 or more position categories	recruitment projects - in last 5 years, where each of this project is atleast for 3 or more position categories
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- Whether the ‘number of professionals successfully recruited and placed’ under S.no. 1.2 of Annexure VII refers to professionals only from health sector.
Response: Programme Management positions with experience in social sector in other sectors also like Corporate CSRs, NGOs and Government sectors are eligible to apply as stated on Pg -16 of the EOI document.
- Whether an advertisement copy taken from an organization’s own website will be considered as a supporting document?
Response: It is preferable to take records of advertisement from sources other than an organization’s own internal website (*e.g. Devnetjobsindia.org etc.*)
- Is it valid to have a certificate of satisfaction from a previous client of date as and when the project is completed?
Response: Yes certificate of satisfaction from a previous client dated when the project was completed is acceptable as supporting document provided all the details, as mentioned in Annexure-II, are provided.
- Is NHSRC/MOHFW looking for a definite number of HR recruitment agencies?
Response: All the HR recruitment agencies that will qualify the benchmarks criteria with scores shall be considered for empanelment
- What would be the volume of work through this empanelment?
Response: As already stated in para 10, NHSRC/MoHFW does not guarantee any definite volume of work or any particular service at any time or throughout the period of empanelment. It will be at the sole discretion of National and State & UT Health Missions/ NHSRC to engage the agency for recruitment, as and when required.

Suggestions:

It was suggested that if grading is done based on scoring, it would be helpful for states in filtering out well-performing agencies and incorporate the same in bidding process in future RFPs.

It was also suggested to include a feedback mechanism from NHSRC for the recruitments where a team from NHSRC visits the states to oversee the recruitment process.

Annexure-1 Attendance Sheet for EoI from HR Recruitment Agencies for Empanelment as agencies for Recruitment of Services for National and State & Health Mission / NHSRC (Technical Bid)

S. No	Name of the Representative	Company's Name & Address	Relation with Company
1.	Mr. Lav Nigam	Outwarks Solutions Pvt. H 195, Sec-63, Noida	Country Head
2.	Mr. Kumar Gaurav	Outwarks Solutions Pvt. H 195, Sec-63, Noida	Manager- HR
3.	Mr. V.K Singh	VASK Infoedge Pvt ltd Bhopal	Advisor
4.	Mr. Anish V Varghese	SPC -Management	HR- Manager
5.	Mr. Abhai Raj Singh Kajil Akhtar	SAMS	Sr. Manager Sr. Manager
6.	Mr. Sanjew Sharma	Xeam ventures pvt ltd	Sr. Manager